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ABSTRACT

The purpose of the government document collection in the Langston University (Oklahoma) libraries is to serve as a complement to the general collection of the libraries. The general collection in turn exists in order to provide the maximum coverage of information to support the curriculum and the community needs. This policy is developed to ensure the prudent selection and acquisition of materials through the Depository Library Program. The collection coverage is based on the scope, limitations, and goals of the academic program, and the growth and expressed needs of the community. This policy statement provides definitions for the six levels of coverage that characterize the current and desired rates of collection development: (1) comprehensive; (2) research; (3) scholarly; (4) practitioners; (5) reference; and (6) general interest. Also included are the limitations governing the selection process, statements of the library's weeding and circulation policies, a description of the interlibrary loan subsystem, and the current and predicted total collection size. Concluding the report is an analysis of the documents collection in terms of its coverage of the curriculum needs of the various Langston University academic programs, including both the current and predicted levels of coverage for each program. (MAB)

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# COLLECTION DEVELOPMENT POLICY

ED346854

UNITED STATES DOCUMENTS

SELECTIVE DEPOSITORY COLLECTION

LANGSTON UNIVERSITY
LANGSTON, OKLAHOMA

Revised March, 1990

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PURPOSE

The government document collection serves as a complement to the general collection of the Langston University libraries. The Libraries' collections exist in order to provide the maximum coverage of information to support the curriculum and the community needs. This policy is developed to ensure the prudent selection and acquisition of materials through the Depository Library Program. The collection coverage is based on scope, limitations and goals of the academic program and the growth and expressed needs of the community.

SCOPE OF COVERAGE

The anticipated extent of coverage for the academic programs are shown by the issuing agency and corresponding class numbers of Government Publication. Levels of the current and desire rates of collection development are given. The levels will be defined as:

Level-1 - Comprehensive: All available materials including technical reports and research in print and non-print will be selected. The disposition will usually exceed the standard five year period.

Level - 2 Research: Significant selection will be made with an effort to obtain a majority of information resources in that class. Graduate programs would receive this level of selection.

Level - 3 Scholarly: extensive coverage especially in periodical and retrieval/bibliographic resources.

Level - 4 Practitioners: Considerable monographic/annual report level coverage will be selected. Handbooks, annuals, and manuals are of primary importance.

Level - 5 Reference: a broad based collection with limited numbers of research reports will be selected.

Level - 6 General Interest: Information resources written in lay terminology on related topics of interest to the public.

LIMITATION OF COLLECTION COVERAGE

While the GPO document collection will endeavor to uphold the American Library Association "Freedom to Read" and "Library Bill of Rights" statements, as it serves the University and the surrounding community, there are some limts that must be imposed. They include:

A. The use of foreign language materials for teaching purposes (Bilinqual Education, etc.) will be the only reason for selection.

B. Most audio visuals will be selected. They will be housed in the appropriate collection (Educational Resources Center, Black Heritage Center, etc.). Maps will be selectively acquired with popular interest and curriculum needs as the guiding factors.

C. Microfiche will be selected for most items that require extensive shelving space. Reassessment of the choice of formats will be made on a title by title basis depending on the usability of the format.

D. Extensive technical materials will be selected only where faculty or research personnel are currently involved in research.

E. Geographic consideration will be by state region and finally nation, depending on the needs of the subject matter.

F. Faculty Input will be given the first consideration in acquistion, to insure use of materials, faculty in areas of information needs have been queried as to desired levels of document collection development. Their continued input will guide the development of the collection.

G. Periodicals available from the depository program that are also indexed in commercial periodical indices will be given first consideration for selection in programs offered at Langston University. They will be retained for longer than the required period. All other periodicals will be selected in order of priority by faculty request and program needs.

H. Electronic formats for document retrieval will be welcomed and utilized where cost is not a prohibitive factor. The use of CD-ROM and or floppy disk will be preferred to online services where telecommunication charges must be paid. Where the need is evident, online services will be utilized to provide current and direct access to pertinent materials.

I. Finally, the collection will include all basic collection items as mandated by the Instructions for Depository Libraries.

WEEDING

The collection will best serve the users in its most up-to-date mode. The proper disposition instructions will be used to insure adherence to GPO regulations. Where a program of importance is noted, the documents for that area may be maintained for longer than the five year prescribed period. Journals that are indexed in commerical indexing services will also be maintained.

CIRCULATION

Materials that are not counted as reference materials will be circulated to any library patron without restriction to affiliation with the University. The normal loan period of fourteen (14) days will apply.

INTERLIBRARY COOPERATION

The OCLC interlibrary loan subsystem is available in the G. Lamar Harrison Library. Through this system, the library can make government documents available for use by other libraries. Materials needed by the library's clientele that are not a part of this collection can be requested through this service. The library uses the courier service to borrow documents or to receive photocopies of materials from the two regional libraries.

TOTAL COLLECTION SIZE

From 1985 - 1990 the total collection size has almost doubled in the percentage of materials requested. The current 8.5% is sufficient for current space and staffing allocations. However, the Fall 1991 semester will find documents housed in a larger more open facility with better direct staffing. The intent is to grow to 10% by 1991. By the year 2000, a minimum of 15% of total offering will be selected.

CURRICULUM NEEDS ANALYSIS OF LANGSTON UNIVERSITY "DOCUMENTS COLLECTION"

| Langston University Program | Agency/Su. Doc. Class #'s | Levels of Coverage Current | 1991 | 2000 |
|---|---|---|---|---|
| Gerontalogy | National Institute On Aging<br>HE 20.3851 - HE 20.3867 | 6 | 5 | 4 |
| | Health and Human Services<br>HE 23.3001 - HE 23.3112 | 6 | 5 | 4 |
| Health Care Administration | Health and Human Services<br>HE 20.1 - HE 20.3058 | 5 | 4 | 4 |
| | Health and Human Services<br>HE 20.5114 - HE 20.6610<br>HE 20.9102 - HE 22. 412 | 5 | 4 | 4 |
| Nursing and Physical Theraphy | Health and Human Services<br>HE 20.3151 - HE 20.3364<br>HE 20.7000 - HE 20 7811 | 5 | 4 | 4 |
| | Rehabilitation Service<br>ED 1.202-213 | 6 | 5 | 4 |
| Agricultural | Agriculture Department<br>A1 - A111 | 5 | 4 | 3 |
| | National Weather Service<br>C55.102 | 6 | 6 | 6 |
| | National Meterological Center<br>C55.196 | 6 | 6 | 6 |
| | Environmental Research Laboratory<br>C55.601/2 - C55.626/2 | 6 | 6 | 5 |
| | EPA | 6 | 5 | 4 |
| | Farm Credit Administration (FCA) | 6 | 5 | 5 |
| | Interior (I) | 6 | 5 | 4 |

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|---|---|---|---|---|
| Home Economics | *Food and Drug Administration<br>HE 20.4001 - 4006<br>HE 20.4502 - 4515 | 6 | 5 | 4 |
| Technology<br>(Also computer Science, Natural Sciences, and Mathematics) | National Bureau of Standards<br>C 13.1 - C 13.73 | 6 | 5 | 4 |
| | NTIS<br>C 51.1 - C51.19/2 | 6 | 6 | 4 |
| | Defense (D) | 6 | 5 | 5 |
| | Energy (E) | 6 | 5 | 5 |
| | Federal Emergency Management (FEM) | 6 | 5 | 5 |
| Communications and English | National Telecommunications and Information Administration<br>C 60.2-C 60.15 | 6 | 5 | 5 |
| | Federal Communications Commission(CC) | 5 | 4 | 4 |
| Urban Studies | *Census Bureau<br>C 3.2 - C 3.276 | 6 | 5 | 4 |
| | Commerce Department<br>C 46.1 - 47.20 | 6 | 4 | 4 |
| | Housing and Urban Development (HH) | 5 | 4 | 1 |
| Corrections/Criminal Justice | Justice Department(J)<br>Judiciary JU (Students look for cases) | 5 | 4 | 3 |
| Social Sciences | Congress (Y) | 4 | 4 | 4 |
| | Action (AA) | 6 | 6 | 5 |
| | National Archives and Records Administration (AE) | 4 | 4 | 4 |
| | Civil Rights Commission (CR) | 6 | 4 | 3 |
| | Health and Human Services (HE) | 5 | 4 | 4 |

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|---|---|---|---|---|
| Social Science | Executive Office of the President (PrEx) | 5 | 5 | 5 |
| | Veterans Affairs Department (VA) | 6 | 6 | 5 |
| Humanities | Fine ARTS Commission (FA) | 6 | 6 | 6 |
| | National Foundation for the Arts and Humanities (NF) | 6 | 5 | 5 |
| Accounting | * Management and Budget Office (PrEx) | 6 | 5 | 5 |
| Business Administrative and Management | Civil Service Commission (CS) | 6 | 5 | 4 |
| | Labor Department (L) | 6 | 5 | 4 |
| | Personnel Management (PM) | 6 | 5 | 5 |
| | Small Business Administration (SBA) | 6 | 4 | 3 |
| | Transportation Department (TD) | 6 | 5 | 5 |
| Economics and Finance | Commerce Department C 1.1 - C 1.87 | 5 | 4 | 4 |
| | * Commerce Department C 51.13 - 59.22 | 6 | 5 | 5 |
| | Commerce Department C 61.2 - 6219 | 6 | 5 | 4 |
| | Federal Trade Commission (FT) | 6 | 5 | 4 |
| | General Account Office (GA) | 5 | 5 | 4 |
| | Interstate Commerce (IC) | 6 | 5 | 4 |
| | International Trade Commission (ITC) | 6 | 5 | 4 |
| | Securities and Exchange (SE) | 6 | 5 | 4 |
| | Treasury Department (T) | 5 | 5 | 4 |

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|---|---|---|---|---|
| Teacher Education | Education Department (ED) | 6 | 4 | 3 |
| | HHS/ED Division (HE19) | 6 | 5 | 3 |
| Health, Physical Education and Recreation | *Interior I29 and I60 | | | |
| Psychology | Health and Human Services HE 20.8001 - HE 20.8322 | | | |
| Graduate Programs (Master's) | Educational Research and Improvement Office ED 1.302 - ED 1.327 | 5 | 4 | 2 |
| | * Health and Human Services HE 23.1 - HE 2.3.1215 | 5 | 4 | 2 |
| University Management | GPO (GP) | 4 | 3 | 2 |
| | General Services Administration (GS) | 6 | 5 | 5 |
| | Library of Congress (LC) | 5 | 5 | 4 |

*These catagories will serve at least one other component of the curriculum. They are listed only once under the area of greatest need.